

**DUTY STATEMENT**

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**DUTY STATEMENT**

Employee Name:	Current Date:
Classification: Staff Air Pollution Specialist	Position #: 673-910-3875-002
Division/Office: Emissions Certification and Compliance	CBID: 09
Section: New Vehicle/Engine Program Branch	
Supervisor Name: Shobna Sahni	Supervisor Classification: Classification: Air Resources Supervisor II

I certify that this duty statement represents an accurate description of the essential functions of this position.	
Supervisor:	Date:

I have read this duty statement and agree that it represents the duties I am assigned.	
Employee:	Date:

**SPECIAL REQUIREMENTS OF POSITION (IF ANY):**

- ☒ Designated under Conflict of Interest Code.
- ☐ Duties performed may require pre-employment physical.
- ☐ Duties performed may require drug testing.
- ☐ Duties require participation in the DMV Pull Notice Program.
- ☐ Requires the utilization of a 32-pound self-contained breathing apparatus.
- ☐ Operates heavy motorized vehicles.
- ☐ Requires repetitive movement of heavy objects.
- ☐ Works at elevated heights or near fast moving machinery or traffic.
- ☐ Performs other duties requiring high physical demand. (Explain below):
- ☐ Duties require use of hearing protection and annual hearing examinations.

**SUPERVISION EXERCISED**

<input checked="" type="checkbox"/> None	<input type="checkbox"/> Lead Person
<input type="checkbox"/> Supervisor	<input type="checkbox"/> Team Leader

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**FOR SUPERVISORY POSITIONS ONLY:** Indicate the number of positions by classification that this position **DIRECTLY** supervises: n/a

Total number of positions in Section/Branch/Office for which this position is responsible: n/a

**FOR LEADPERSONS OR TEAM LEADERS ONLY:**

Indicate the number of positions by classification that this position **LEADS**: n/a

**MISSION OF SECTION:** The New Vehicle/Engine Program Branch (NVEPB) is primarily responsible for certification of on-road and off-road vehicles, engines, equipment, and heavy-duty trailers. The Branch has four Sections that are responsible for processing applications, issuing Executive Orders, collecting certification fees, and running confirmatory test programs in addition to helping with enforcement actions, developing new regulations and collaborating across the agency on compliance.

**CONCEPT OF POSITION:** Under the general supervision of the Air Resources Supervisor II, this position is responsible for carrying out the duties and responsibilities outlined below.

<b><u>% OF TIME</u></b>	<b><u>RESPONSIBILITIES OF POSITION</u></b>
20%-E	Lead Branch IT contracts to make sure they are accounted for in the budget and be the point of contact for IT vendors for the Branch. There are currently 2 systems M-files and Mobile Source Certification Fees that will be in production and need a lead person to coordinate staff across sections.
25%-E	Be the lead staff and provide support for E-files and MS Cert Fee Invoicing System by running meetings and providing support where necessary. They will also be responsible for providing reports to management and confirming back-ups and other necessary maintenance is performed on the two systems by either doing it themselves or through contract agreements.
20%-E	Provide support for LD and HD E-cert system, and future E-cert system by coordinating with DDSS in Mobile Source Laboratory Division.
10% -E	Be the point person for training of IT systems in NVEPB for stakeholders and internal staff. They will maintain the training materials and video and provide support where needed.
10%-M	Review, approve, and certify a manufacturer and process Executive Orders for compliance. Be a certification engineer to remain in touch with the certification process.
5%-E	Be the lead staff in evaluating equipment needs to support activities for the branch.

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5%-E	Prepare requests for proposals for IT related tasks for NVEPB. Present reports to upper management on progress of projects and other duties when necessary.
5%-E	Other duties as necessary to support the branch needs.